

North Fork Rancheria Indian Housing Authority
57907 Old Mill Site Court
North Fork, CA 93643
(559) 877-7360

Board of Commissioners Meeting Minutes
October 2, 2019
5:00 pm

Commissioners Present

Thomas Galt
Bobby Hale
Richie Cline
Christopher Aguirre
Shannon Wentworth
Elaine Fink
Katrina Gutierrez

Commissioners Absent

Jacque Van Huss

Staff

Paul Irwin
Bernice Polkenhorn

Guests

A. **CALL TO ORDER:**

Thomas Galt called the meeting to order at 5:05 pm.

B. **ROLL CALL AND QUORUM DETERMINATION:**

Roll was called and it was determined that a quorum was present.

C. **APPROVAL OF AGENDA:**

Elaine Fink motioned to approve the agenda, Richie Cline seconded, and the motion carried 7/0/0.

D. **APPROVAL OF MINUTES 9/18/2019:**

Elaine Fink motioned to approve the 9/18/19 meeting minutes, Bobby Hale seconded, and the motion carried 5/0/2. Katrina Gutierrez and Richie Cline abstained.

E. **REPORTS:**

(1) **Director:**

i. **2017 ICDBG – Sierra Mono Museum:**

The director reported that paving and curbing were installed, and it has been fog sealed. The paving contractor plans to return next Monday to stripe. The HVAC contract has returned to complete finish but is waiting on electrical. The electrical sub hasn't been as responsive due to scheduling but has returned and installed exterior light fixtures. We have gravel on order for October 14th for the west side of the building and will be installing other erosion control per plan. We will also be moving forward with the traffic barrier/benches near the front entry.

ii. **2018 ICDBG – Cultural and Environmental Protection Center:**

The director reported that he has received the environmental assessment and will be reviewing and preparing the finding of no significant impact notice and notice of intent to request release of funds, which will need to be published. The director also needs to draft and publish the request for proposal (RFP) for architectural and engineering services.

iii. **Playground:**

The director reported that the crew finalized temporary fencing around the playground site. He also reported that we have contracted for retaining block along the ramp, which is starting next week. The director completed a site plan for the playground equipment and will be issuing a contract, the contractor was previously three weeks out on install. IHA crew will need to transport playground equipment to the site prior to equipment install.

iv. **Caltrans Native American Advisory Committee Meeting November 6, 2019:**

The director reported that he has a Caltrans Native American Advisory Committee on November 6th but has a scheduling conflict with the California Coalition for Rural Housing Summit.

v. **California Coalition for Rural Housing, 2019 Housing Summit/Tribal Roundtable Meeting November 6-8, 2019:**

The Director reported that California for Coalition has their annual rural housing summit November 6-8th, and that there is a tribal housing roundtable at 11am on Wednesday the 6th. The director reported that CCRH has provided valuable guidance for our Tax Credit Project, provided a letter of support for our IHBG competitive proposal, coordinated with the Tribe on their recently published California Tribal Housing Needs Assessment, and was successfully able to advocate to the state for the passage of AB1010 which will provide tribes access to state housing programs. CCRH is also trying to advocate to the state treasurer to increase the tribal set aside for low-income housing tax credits to 3 million and for it to be funded outside of the rural set aside. Consensus of the BOC for the Chair and Director to attend the tribal housing roundtable and housing summit based on availability.

(2) **Chairperson:**

(3) **Other:**

Bobby Hale reported that he was contacted by a household occupant regarding a notice issued to tenant and expressed that he had abstained from the matter due to conflict of interest.

F. **NEW BUSINESS:**

G. **OLD BUSINESS:**

(1) **Self-Monitoring:**

The director reported that self-monitoring is scheduled prior to our next meeting on Wednesday October 16th, 2019 at 1:30pm.

H. EXECUTIVE SESSION:

Richie Cline motioned to go into executive session at 5:21 pm, Katrina Guitierrez seconded, and the motion carried 7/0/0.

(1) [REDACTED]

The director reported that the tenant vacated the unit.

i. Scope of Work:

Preliminary scope of work presented, to be updated and provided at the next BOC meeting.

ii. Tenant Selection:

Consensus of the BOC for selection of future tenant from the waiting list.

(2) **Annual Inspections:**

Staff reported on annual inspections and units requiring corrective action. Consensus of the BOC to deny the install of a hot tub present at [REDACTED], and for the director to issue notice. Tenants were notified that staff would follow up on items requiring correction action in 45 days.

(3) [REDACTED]:

Bobby Hale motioned to approve the scope of work in the amount of \$15,015, Shannon Wentworth seconded, and the motion carried 7/0/0.

i. Roofing Procurement

a. Darrell G. Herzog Inc.: \$12,150.00

b. Petersen Dean: \$20,942.00

c. Mountain Area Roofing: Declined

d. Ultimate Roofing: Non-Responsive

Bobby Hale motioned to approve Darrell G. Herzog Inc. in the amount of \$12,150, Christopher Aguirre seconded, and the motion carried 7/0/0.

(4) [REDACTED]:

The director reported that the applicant previously approved for emergency rental assistance was able to move into their rental unit last week. The attorney from California Indian Legal Services is scheduled to come out this Friday for a site visit regarding the land access issue.

(5) [REDACTED]:

The director reported that the homeowner rehabilitation was completed.

(6) [REDACTED]:

The director provided an updated on the homeowner rehabilitation project.

(7) **Trespassers:**

The director reported that he received BOC approval via email to issue notice on removal of household occupant. The director issued notice to the tenant, which was hand delivered and certified mailed. The director also issued the requested notice to all North Fork tenants of the recently suspended tribal citizens that have been deemed trespassers.

(8) **Personnel:**

The director reported that we had a construction laborer start last Monday, and have a foreman starting this coming Monday. We have also temporarily retained a maintenance worker to assist with yards.

(9) **Policies:**

The director emailed A&O policy considerations to the BOC on September 30th. The BOC has scheduled a special policy meeting on Saturday, October 26th at 8:00am.

Bobby Hale motioned to come out of executive session at 6:06 pm, Richie Cline seconded, and the motion carried 7/0/0.

I. **NEXT MEETING:**

October 16, 2019 at 5:00 pm.

J. **ADJOURNMENT:**

Bobby Hale motioned to adjourn at 6:07 pm, Richie Cline seconded, and the motion carried 7/0/0.

MINUTES TRANSCRIBED BY:


Bernice Polkenhorn, NFRIHA Office Assistant

COMMISSIONER APPROVAL

At a meeting of the Board of Commissioners of the North Fork Rancheria Indian Housing Authority, called and convened on the 16th day of October 2019 at which a legal quorum was present, these minutes were approved as written by a vote of 5 for, 0 against, and 2 abstaining.


Commissioner

10-16-2019
Date


Commissioner

10-16-19
Date